

POSITION DESCRIPTION

Position Title: Community Development Officer - Youth	Position Number: GMCL-3
Department: Community Development	Accountable to: Coordinator Community Development
Responsible for the supervision of: No direct reports	



Primary purpose of the position	Responsible for planning, facilitating and leading the City's Community Development strategies, projects and initiatives with a focus on improving youth.
Key accountabilities	<ol style="list-style-type: none"> 1. Support the ongoing operations and implementation of the development program for the Kalgoorlie-Boulder Youth Council. 2. Coordinate and development the skills of the Youth Services team. 3. Assist in the development of projects which support training, employment opportunities and experiences that meet the needs of young people including events and initiatives outlined in the Youth Action Plan. 4. Working collaboratively with community stakeholders such as government, service providers, community, and recreation groups to coordinate and deliver priority programs and initiatives. 5. Work collaboratively with key stakeholders to develop and action a sustainable model for youth activation initiatives. 6. Drive Community Development initiatives that support community lead initiatives in accordance with the City's Strategic Community Plan. 7. Promote City lead and Community lead youth programs, activities, and events. 8. Maintain databases and registers to support strong communication networks with stakeholders. 9. Research and engage community partnerships, new project concepts and grant or funding opportunities aligned to the City's Strategic requirements. 10. Publish, maintain and review all associated processes and procedures of the role, to meet the required timelines of the City. 11. Adhere to all City of Kalgoorlie-Boulder policies and procedures and ensure personal safety at work and that of others. 12. Other accountabilities and responsibilities as directed by the Coordinator Community Development and/or Manager Community Development.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload, work autonomously, and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards; and 5. Apply knowledge and skills to ensure consistent quality outcomes.
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Lead and deliver on the culture change in the Community Development Directorate. 2. Develop and implement the Operational Manual of Youth Services for the City of Kalgoorlie-Boulder. 3. Parallel to the Operational Manual of Youth Services, investigate the Facility Operation plan of the Kalgoorlie-Boulder Youth Precinct (Kingsbury Park and Lord Forest). 4. Improve the image and perception of the city through participation at community led activities and events to be measured through community perception survey. 5. Develop the 2024-2027 Youth Strategic Plan for the City of Kalgoorlie-Boulder.

Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Demonstrated experience relevant to community development, sports and recreation or similar discipline. 2. Demonstrated experience in effective community consultation and engagement with stakeholders and wider community with a focus on young people. 3. Demonstrated experience in developing sustainable projects and initiatives. 4. Knowledge of financial management and budget practices with strong report writing skills. 5. Strong team player with proven ability to work autonomously with initiative, forward thinking and capacity to be innovative in solving problems and making decisions. 6. High level of computer literacy and administration skills including the ability to undertake research and prepare reports and official documents. 7. Current Working with Children Check. 8. Current satisfactory National Police Clearance; and 9. Current WA "C" Class driver's licence.
City of Kalgoorlie-Boulder Values	<p>Support - We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.</p> <p>Respect - We will treat our team members and our community with mutual respect and understanding.</p> <p>Fun - We will promote and value work-life balance and create an environment that is rewarding and fulfilling.</p> <p>Recognise - We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.</p> <p>Connect - We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.</p>

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): _____ Employee Signature: _____ Date: _____

Position COA number/s 239005